



# Wisconsin Department of Administration

## TRAINING CALENDAR

### WINTER/SPRING 2009

Date	Session Title	Core Competency	Room	Place
<b>January</b>				
	<b>Supervisor/Manager Training</b>			
13	The Art of Mentoring and Coaching	L	St. Croix	DOA
21	Tools for Hiring	L	St. Croix	DOA
27	Administering Progressive Discipline	L	St. Croix	DOA
	<b>General Training</b>			
15	<b>PART 1:</b> Understanding & Managing Conflict: An Innovative Approach for Resolving Disagreement & Discord	L	St.Croix	DOA
22	<b>PART 2:</b> Understanding & Managing Conflict: An Innovative Approach for Resolving Disagreement & Discord	L	St.Croix	DOA
20	Improving Your Communication Skills	L	St. Croix	DOA
	<b>Brown Bag</b>			
13	The Cure for the Common Birthday (Your body & stress)	W	Yahara	DOA
14	Care Giving for Elderly Parents	W	Yahara	DOA
15	Organizing and Your Electronic Stuff	L	Yahara	DOA
27	Winter Defensive Driving	L	Yahara	DOA
30	Tai Chi (Form & Movement)	W	St. Croix	DOA
28	<b>EDUCATION FAIR</b>	L	St.Croix	DOA
<b>February</b>				
	<b>Supervisor/Manager Training</b>			
11	Care & Candor: Making Performance Appraisals Work	L	4B, 4th Floor	DOA
19	Basic Supervisory	L	St. Croix	DOA
	<b>General Training</b>			
3 and 4	Retirement Planning	I/L	St. Croix	DOA
16	CPR/AED training	L	Yahara	DOA
17	Effective Meetings	L	St. Croix	DOA
18	Giving and Receiving Constructive Feedback	L	St. Croix	DOA
19	Can You Speak Into My Email? Understanding <b>Generational Differences</b> in the Workplace	L	Pecatonica Rm	PSC
24	True Colors (Communication Styles)	L	St. Croix	DOA
24	Focus: Achieving Your Highest Priorities	L	Off Site	Edgewater Hotel
26 & 27	Perceptive Communication	L	Off Site	Edgewater Hotel
	<b>Brown Bag</b>			
4	Tai Chi (Form & Movement)	W	Yahara	DOA
5	<i>Black History Month</i>		St. Croix	DOA
	<b>(continue on next page)</b>			

<b>February</b>				
	<b>Brown Bag</b>			
6	Office Ergonomics	W	St. Croix	DOA
11	Tai Chi (Form & Movement)	W	Yahara	DOA
12	2 Young 2 Retire (Recharging & Rebalancing)	W	Yahara	DOA
17	Herbs - Myths, Marketing and Meaningful Usage	W	Yahara	DOA
18	Women's Self Defense	L	Yahara	DOA
19	Tai Chi (Form & Movement)	W	Yahara	DOA
25	Benefits to Returning to School (Education Fair follow up)	L	St. Croix	DOA
26	WI Arts Board and Artist Kathleen Heinen	L	Yahara	DOA
<b>March</b>				
	<b>Supervisor/Manager Training</b>			
31	Balance or Burnout? Your Choice!	L	St. Croix	DOA
	<b>General Training</b>			
3	Can You Speak Into My Email? Understanding <b>Generational Differences</b> in the Workplace	L	St. Croix	DOA
10	Business Writing - Grammar	L	St. Croix	DOA
12	Respectful Workplace	L	St. Croix	DOA
17	Valuing Differences in a Work Team	L	St. Croix	DOA
	<b>Brown Bag</b>			
5	Genealogy: Tracing Your Family History	L	Yahara	DOA
11	Time Management: Handling Multiple Priorities	W	Yahara	DOA
19	<i>Celtic Heritage Event</i>		St. Croix	DOA
25	Organ Donation	W	Yahara	DOA
<b>April</b>				
	<b>Supervisor/Manager Training</b>			
2	Identifying Work Priorities and Setting Verifiable Goals	L	St. Croix	DOA
14	Coaching for Difficult Conversations	L	St. Croix	DOA
16	Navigating Uncertain Times: Managing in the Midst of Transition	L	St. Croix	DOA
	<b>General Training</b>			
21	Diversity in the Future	L	St. Croix	DOA
	<b>Brown Bag</b>			
1	Arts and Craft: Box Making	L	Room 4B, 4th Floor	DOA
23	<i>Arab Culture &amp; Religion</i>		St. Croix	DOA
28	Acupressure for a Great Night's Sleep	W	Yahara	DOA
22	<b>WELLNESS EXPO</b>	W	St. Croix Yahara	DOA
<b>May</b>				
	<b>Supervisor/Manager Training</b>			
6	Setting and Monitoring Work Performance	L	St. Croix	DOA
	<b>General Training</b>			
12 and 13	Retirement Planning	L	Pecatonica Rm	PSC
14 & 15	Perceptive Communications <i>(continue on next page)</i>	L	Off Site	Edgewater Hotel

May				
	Brown Bag			
5	Cinco De Mayo Celebration		St. Croix	DOA
19	Bike Safety	W	Yahara	DOA
11	Understanding the State Budget Process	L	Yahara	DOA
June				
9, 16, 23, 30	GLBT Celebration Month		St. Croix	DOA
July				
TBA	DOA Picnic on the Terrace			DOA
Other Training Opportunities	Session Title	Core Competency	Room	Place
Prevention of Sexual Harassment	This class is open to all DOA employees, attached agencies, boards and commissions. All employees who have not attended <u>Respectful Workplace</u> are encouraged to attend. Participants will receive credit for attending.	L	Room 540, 5th Floor Conf. Rm	DOA
Training Dates:	Training time is: 2:00pm to 3:00pm			
January 20, 2009	Registration is under Staff Development			
February 17, 2009	Intranet: <a href="http://intranet.doa.state.wi.us/">http://intranet.doa.state.wi.us/</a>			
March 17, 2009	Internet: <a href="http://www.doa.state.wi.us/">http://www.doa.state.wi.us/</a>			
April 28, 2009				
May 26, 2009				
June 23, 2009				
July 21, 2009				
August 18, 2009				
September 15, 2009				
October 27, 2009				
November 24, 2009				
December 22, 2009				
Diversity Training	This class is open to all DOA employees, attached agencies, boards and commissions. All employees who have not attended a diversity class are encouraged to attend. Participants will receive credit for attending.	L	Room 540, 5th Floor Conf. Rm	DOA
Training Dates:	Training time is: 3:00pm to 4:00pm			
January 20, 2009	Registration is under Staff Development			
February 17, 2009	Intranet: <a href="http://intranet.doa.state.wi.us/">http://intranet.doa.state.wi.us/</a>			
March 17, 2009	Internet: <a href="http://www.doa.state.wi.us/">http://www.doa.state.wi.us/</a>			
April 28, 2009				
May 26, 2009				
June 23, 2009				
July 21, 2009				
August 18, 2009				
September 15, 2009				
October 27, 2009				
November 24, 2009				
December 22, 2009				
Risk Management Supervisory Seminar	Risk Management Supervisory Seminar	L	St. Croix	DOA
Training Dates:	For new and current state supervisors/managers			
January 6, 2009	Register: <a href="http://www.doa.state.wi.us">http://www.doa.state.wi.us</a>			
March 24, 2009	Training Time: 12:30pm to 4:00pm			
April 28, 2009				
May 19, 2009				
August 25, 2009				
September 22, 2009				
October 27, 2009				
December 8, 2009				

Other Training Opportunities	Session Title	Core Competency	Room	Place
ETF Internet Site	Online video library, Live webcast <a href="http://etf.wi.gov/">http://etf.wi.gov/</a>			
<u>MS Office Suite Software Training - Instructor-led</u> (Excel, Access, Outlook, PowerPoint, Visio, MS Word- Introduction, etc)	<a href="http://www.doa.state.wi.us">http://www.doa.state.wi.us</a> Click on Enterprise Technology IT Training. Contact Maggie Hart at <a href="mailto:maggie.hart@wisconsin.gov">maggie.hart@wisconsin.gov</a> for additional information. For all training, fill out the Training Request and Authorization form.	L	Off Site	TBA
<u>Online Training</u> - features 679 courses (Word, Excel, PowerPoint & Flash as well as professional development and business skills topics such as Business Ethics, Customer Services, & Leadership)	<a href="http://www.doa.state.wi.us">http://www.doa.state.wi.us</a> Click on Enterprise Technology IT Training. Contact Maggie Hart at <a href="mailto:maggie.hart@wisconsin.gov">maggie.hart@wisconsin.gov</a> for additional information. For all training, fill out the Training Request and Authorization form.	L		DOA
Conference (registration fee is \$100 before 01/15/2009 or \$120 after)	<a href="http://www.doa.state.wi.us">8th Annual Wisconsin State Training Conference "Leading the Way" February 26, 2009. Go to: http://oser.state.wi.us/subcategory.asp?linksubcatid=1004&amp;linkcatid=371&amp;linkid=30 for details and registration.</a>	L		Exhibition Hall at the Alliant Energy Center
Conference (registration fee is \$100 before 2/27/2009 or \$120 after)	<a href="http://www.ohrd.wisc.edu/home/Default.aspx?tabid=263">19th Annual Conference for the Office Professional "Moving Toward Peak Performance" April 29, 2009 from 8:00 AM to 4:00 PM Go to: http://www.ohrd.wisc.edu/home/Default.aspx?tabid=263 for details and registration.</a>	L		Exhibition Hall at the Alliant Energy Center
Conference SAVE THE DATE October 21, 2009 8:30am to 4:00pm	11th Annual Leadership & Management Development Conference "Promoting Effective Workplace Dynamics". Registration information available in fall calendar.	L		Exhibition Hall at the Alliant Energy Center
NOTE: The training courses offered through UW-Madison are open to non UW staff. However, UW staff may be considered first.				
**FREE UW-Campus courses (some sessions may charge a fee)	<a href="https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?tabid=29&amp;SeriesKey=323">Leadership and Management Development - Enhanced https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?tabid=29&amp;SeriesKey=323</a>			UW Campus
<u>Core Competencies</u>				
L - Learner	W - Wellness			
LC - Learner/Comm	I/L - Innovator/Learner			
RM - Role Model	C/L - Communication/Learner			